APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES OFFICE OF ADMINISTRATIVE SERVICES RECORDS MANAGEMENT UNIT

Facilities Services Section Business Enterprise Unit 47 Trinity Ave. S.W. Atlanta, Ga. 30334 Secretary Non to Contact Nes Camp Unit Chief Dispose of present accumulation; no further accumulation anticipated. Amend Application No. Check One: Change; Supercade; set of Series Latest Counselor Dispose of present accumulation; no further accumulation anticipated. Amend Application No. Check One: Change; Supercade; set of Series Latest Counselor 1982 continuing Business Enterprise Councellor Weekly Activation shall Office Function of 25 What is the function of the Division and the Office in which his recomplication of Rehabilitation Services is responsible for supercation that the state which are designed for training the relative to become productive members of society, with emphasis of the State-wide rehabilitation facilities located throughout the Business Enterprise Unit is responsible for the establishmes of the State. This includes providing business opportunities averely handicapped, by evaluation of business locations, providing business locations, provided the provided and provided the limit the supercation of business locations, provided the limit the supercation of business locations, provided the limit that the supercation of business locations and limit the supercation of business locations and limit the supercation of business locations and limit the supercation of limit t	ivity Report File orderies is crested? ***181321c1cick** pervising and directing the non-productive members of on serving the severely and directing activities t Georgia. ment, evaluation, and supely handicapped individual for the blind, and other									
Division of Rehabilitation Services Tacilities Services Section	Polication Number 82-607 Pate Received Date Completed NOV 1 1982 JAN 1 9 1983 Telephone Number 656-2480 X Void Void Void Void Void Void ivity Report File pervising and directing the non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and supelly handicapped individual for the blind, and other									
Facilities Services Section Business Enterprise Unit 47 Trinity Ave. S.W. Atlanta, Ga. 30334 For to Contact Incy Shell Ince Camp Ince Chief Ince Ince Ince Ince Ince Ince Ince Ince	B2-607 Tate Received Date Completed NOV 1 1982 JAN 1 9 1983 Telephone Number 656-2480 X Void Void Void Void Void ivity Report File bord series is created? Sinciple in the complete in the complete is created? Sinciple in the complete in the comp									
Business Enterprise Unit 47 Trinity Ave. S.W. Atlanta, Ga. 30334 Secretary The secretary Th	Telephone Number 656-2480 X Void Void Void Void Void Void Void And a serving and directing the non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and superly handicapped individual for the blind, and other									
Atlanta, Ga. 30334 Non to Contact Nes Camp Secretary Unit Chief Secretary Unit Chief Supercade; Secretary Unit Chief Supercade; Secretary Unit Chief Supercade;	Telephone Number 656-2480 X Void Void Void Void Void Void Void Void A void Void									
Atlanta, Ga. 30334 On to Contact Ones Camp Unit Chief Dispose of present accumulation; no further accumulation anticipated. Amend Application No. Amend Application No. Series The Latest Coluns of Function of Rehabilitation of the Division and the Office in which shis receive programs in the State which are designed for training the relative to become productive members of society, with emphasis abled on a priority basis. Facilities Section has the responsible for the establishment of business Enterprise Unit is responsible for the establishment of business enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severed werely handicapped, by evaluation of business locations, proved the state of the provisions of business opportunities of the State. This includes providing business locations, provisions of business locations, provisions of business enterprises for business locations, provisions of business locations.	ivity Report File Nord Series is created? Similar in the cord series is created and directing activities to Georgia. The cord in t									
Secretary Inches Camp Inches Camp Unit Chief Dispose of present accumulation; no further accumulation anticipated. Amend Application No. Check One: Change; Supercede; Set of Series Counselor Latest 1982 continuing Business Enterprise Councellor Weekly Activision show Office Function Programs in the State which are designed for training the ciety to become productive members of society, with emphasis of sabled on a priority basis. Facilities Section has the responsible for supercede Business Enterprise Unit is responsible for the establishment of business enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severed the State. This includes providing business opportunities is verely handicapped, by evaluation of business locations, providing business locations, providing werely handicapped, by evaluation of business locations, providing business locations.	ivity Report File ord series is created? **STATISTICIONA* pervising and directing the non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and supely handicapped individual for the blind, and other									
Unit Chief ion Requested Establish Retention Schedule; record will continue to accumulate. Dispose of present accumulation; no further accumulation anticipated. Amend Application No Check One: Change; Supercede; es of Series	ivity Report File ord series is created? 1918112101002. pervising and directing the non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and supely handicapped individual for the blind, and other									
Establish Retention Schedule; record will continue to accumulate. □ Dispose of present accumulation; no further accumulation anticipated. □ Amend Application No Check One: □ Change; □ Supercade; est of Series □ 5. Records Series Title (followed by title used in office; if different) t Latest □ Counscior 1982 continuing Business Enterprise Councellor Weekly Actision shd Office Function □ 25 What is the function of the Division and the Office in which this record programs in the State which are designed for training the reliety to become productive members of society, with emphasis of sabled on a priority basis. Facilities Section has the responsibility for supervising the State—wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severes the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, provides the state of the providing business locations, providing business locations.	ivity Report File ord series is created? 1918112101002. pervising and directing the non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and supely handicapped individual for the blind, and other									
Establish Retention Schedule; record will continue to accumulate. Dispose of present accumulation; no further accumulation anticipated. Amend Application No Check One: Deck One: Deck One: Supercade; es of Series 5. Records Series Title (followed by title used in office; if different) Latest 1982 continuing Business Enterprise Councellor Weekly Actimism shd Office Function 10 25 What is the function of the Division and the Office in which this record Division of Rehabilitation Services is responsible for supercipation to become productive members of society, with emphasis called on a priority basis. Facilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severes the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing services in the state of the state	ivity Report File orderies is crested? ***181321c1cick** pervising and directing the non-productive members of on serving the severely and directing activities t Georgia. ment, evaluation, and supely handicapped individual for the blind, and other									
Dispose of present accumulation; no further accumulation anticipated. Amend Application No. Check One: Change; Supercade; so of Series 5. Records Series Title (followed by title used in office; if different) Latest Coluns alor Business Enterprise Councellor Weekly Activision and Office Function of Rehabilitation Services is responsible for superprograms in the State which are designed for training the release to become productive members of society, with emphasis called on a priority basis. Facilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severes the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing services are supported to the services of business locations, providing business locations, provides are provided to the providing business locations and provided to the provided	ivity Report File orderies is crested? ***181321c1cick** pervising and directing the non-productive members of on serving the severely and directing activities t Georgia. ment, evaluation, and supely handicapped individual for the blind, and other									
Amend Application No. See of Series Council of Series Council of Series Title (followed by title used in office; if different) Latest 1982 continuing Business Enterprise Councellor Weekly Action of the Division and the Office in which this recome programs in the State which are designed for training the ciety to become productive members of society, with emphasis of sabled on a priority basis. Facilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout a Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severes the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing series and the series of society and the severes werely handicapped, by evaluation of business locations, providing business locations, provides and the severes and the series are severes and the series are series and the series are series and the series are seri	ivity Report File orderies is crested? ***181321c1cick** pervising and directing the non-productive members of on serving the severely and directing activities t Georgia. ment, evaluation, and supely handicapped individual for the blind, and other									
Latest 1982 continuing Business Enterprise Councellor Weekly Action is infinitely and of the Division and the Office in which this recome programs in the State which are designed for training the ciety to become productive members of society, with emphasis as abled on a priority basis. Facilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severes the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing the state of the state of the supervisions.	ivity Report File orderies is crested? ***181321c1cick** pervising and directing the non-productive members of on serving the severely and directing activities t Georgia. ment, evaluation, and supely handicapped individual for the blind, and other									
1982 continuing Business Enterprise Councellor Weekly Actision sha Office Function 10 25 What is the function of the Division and the Office in which shis record to Division of Rehabilitation Services is responsible for superprise programs in the State which are designed for training the state to become productive members of society, with emphasis and the State on a priority basis. Facilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severes the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing business locations, provides the state of the locations is the state of the business locations, providing business locations, providing business locations, provides the state of the location of business locations, provides the state of the location of business locations, providing business locations, provides the state of the location of business locations, provides the state of the location of business locations, provides the location of the location of business location of business locations, provides the location of business location of bu	non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and superly handicapped individual for the blind, and other									
noting Business Enterprise Councellor Weekly Action of the Division and the Office in which this recome Division of Rehabilitation Services is responsible for superprograms in the State which are designed for training the reciety to become productive members of society, with emphasis called on a priority basis. Pacilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severes the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing business locations, provides the state of the state of the evaluation of business locations, providing business locations, provides and provides a	non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and superly handicapped individual for the blind, and other									
e Division of Rehabilitation Services is responsible for super programs in the State which are designed for training the state to become productive members of society, with emphasis called on a priority basis. Pacilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severe the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing the state of the s	non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and superly handicapped individual for the blind, and other									
e Division of Rehabilitation Services is responsible for super programs in the State which are designed for training the state to become productive members of society, with emphasis called on a priority basis. Pacilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severe the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing the state of the s	non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and superly handicapped individual for the blind, and other									
e Division of Rehabilitation Services is responsible for super programs in the State which are designed for training the state to become productive members of society, with emphasis called on a priority basis. Pacilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severe the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing the state of the s	non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and superly handicapped individual for the blind, and other									
e programs in the State which are designed for training the relety to become productive members of society, with emphasis of sabled on a priority basis. Pacilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severe the State. This includes providing business opportunities the state, business opportunities in the state.	non-productive members of on serving the severely and directing activities to Georgia. ment, evaluation, and superly handicapped individual for the blind, and other									
ciety to become productive members of society, with emphasis of sabled on a priority basis. Pacilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severe the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing bu	on serving the severely and directing activities t Georgia. ment, evaluation, and supe ely handicapped individual for the blind, and other									
sabled on a priority basis. Facilities Section has the responsibility for supervising a the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severe the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing business locations.	and directing activities t Georgia. ment, evaluation, and supe ely handicapped individual for the blind, and other									
Pacilities Section has the responsibility for supervising the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severe the State. This includes providing business opportunities the state, business opportunities to be a supersistency of business locations, providing business locations.	t Georgia. ment, evaluation, and superely handicapped individual for the blind, and other									
the State-wide rehabilitation facilities located throughout Business Enterprise Unit is responsible for the establishment of business enterprises for the blind, and other severe the State. This includes providing business opportunities werely handicapped, by evaluation of business locations, providing bus	t Georgia. ment, evaluation, and superely handicapped individual for the blind, and other									
Business Enterprise Unit is responsible for the establishment sion of business enterprises for the blind, and other severe the State. This includes providing business opportunities to verely handicapped, by evaluation of business locations, prov	ment, evaluation, and superly handicapped individual for the blind, and other									
sion of business enterprises for the blind, and other severed the State. This includes providing business opportunities to verely handicapped, by evaluation of business locations, prov	ely handicapped individual for the blind, and other									
sion of business enterprises for the blind, and other severed the State. This includes providing business opportunities to verely handicapped, by evaluation of business locations, prov	ely handicapped individual for the blind, and other									
the State. This includes providing business opportunities inversely handicapped, by evaluation of business locations, prov	for the blind, and other,									
verely handicapped, by evaluation of business locations, prov	IOF the Dilling was verse.									
	in the State. This includes providing business opportunities for the billio, and other									
nding stand, purchases of equipment and merchandise, and provided the second of the se										
n of the severely handicapped employees untill the vending s										
cords Series Description This file contains the following documents (include form numbers and titles	es, if any): Attach samples of the file.									
currents relating to: maintaining a record of the weekly activities of	f business enterprise									
councellors counselors.										
luded are: Form 4562 (10/82) - Business Enterprise Program Activit										
the daily activities of all Business Enterprise Counce	ellors and Supervisors.									
COUN	nselovs .									
	. ,									
is arranged: alphabetically by employee name										
is arranged: alphabetically by employee name										
is arranged: alphabetically by employee name										
nthly Reference Rate How often are records referred to which are:	views months old									
nthly Reference Rate How often are records referred to which are: a to six months old; Seven to twelve months old; Thirteen to twenty-	y-four months old;									
nthly Reference Rate How often are records referred to which are: e to six months old; Seven to twelve months old; Thirteen to twenty-enty-five months and older?	y-four months old;									
nthly Reference Rate How often are records referred to which are: a to six months old; Seven to twelve months old; Thirteen to twenty-	y-four months old;									

(Over)

Form 4998 (7-78)

	T	10 0	(Blace 11411 !!						
YES	NO		al copy of the series						
X	X If not, where is it?								
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.							
	X	c. Is this a vital record?							
	X	d. Does this series have historical or long term research value?							
	_	When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?							
·	Y	f. is the information contained in this series ever published? If yes, attach copy.							
	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?								
	X If yes, attach copy. h. Is there a duplication of this series in your office, or in another office or agency?								
·	X If yes, where?								
	X 1. Is this series for a major portion of it) regularly microfilmed?								
j. Does the record series result in a computer printout? 11. Retention Requirements The following requires the series to be kept:									
11.	Mutenti	on requirements		The following	подина спа заги	s to be able.			
a	a. Sta	te Law		_ years.	đ.	Audit period	years.		
ı		tute of limitation		Years.	•.	Administrative need	years.		
(c. Fed	deral _, law		_ years.	f.	Federal retention instructions	years.		
	Attach	copy or excernt of laws	or regulations. Exc	olain administrative	need,				
	Admi	nistratively,	these file	s are needed	i to docum e	ng "nsieess Réterori no activities of	the Business		
'-i	Ente	rprise Counce	llors.	Contract of	T & 850 M	ett b. O. der degetyddiol Ak tog tollol	रिक्रोसार्थिक रिक्री		
					•	near donate him ear			
	ψ f Υ · ·	via nen en vi				र एक रुष्टें (उ ष्टें हरू कार			
		ed Disposition Instruct	ions This agency	recommends that	the file series be o	Diviniting that of water.	TO BE SEED OF THE		
•	\$ 11	inde serinde	C Celendar	Year; Di Fiscal Ye	er: Other	gent of each or sort	then,		
Hold in the current files area very self-to worth(s) The self-to very self-to the self-to									
Hold in the current files area month(s) vear(s); then									
1 1	h tran	stor to State Records C	enter: hold	2 vestel: th	en titte fit	14 179 70 名列 47 70 70 10 10 10 10 10 10 10 10 10 10 10 10 10	. (5)		
- 7	N Dest	rov Haller or	्रा केल्कित् कृहाः	19 19 D // EE		n is and aver by filter i) अन्यतालाहरू विवयमि द्र		
1 ***	Tran	sfer to State Archives f	or permanent reten	tion. ' ' ndo'	res egy t tips	व्यवस्था स्ट्रांक अस्तर्भागाच्या	Approximately and the second		
74	☐ Othe	ir (Specify)	्रक्ता विकास विकास विकास 	ADM D1 7 7 11	C HERRORALI T	നേതും, അയാന ് നെയുട്ടു ന	DASSE IN A SECTION		
		•				•			
adimining a record of the weakly schinities of business naterprise									
Stall core									
						2 (10 /82)- Rusigess :			
	, 2	nd Sumervisors	सार्ट्योडिस्ड स	ា) ១៩វិហ ត្ថក្នុង	tusiness Tr	y recivition of all I	the dail		
					٠				
							,		
These instructions apply to all prior and future accumulations of the series.									
Agei	ncy He	d/Designee (Signature	"	Date	Records Manag	ement Officer (Signature) 80:3=	ettiqla Dete		
	L	e e	11)	IA -IA BO	111	(1 n/ ./	1. /. /		
	<u>AU</u>	me A.	Lange	107882	Yund	1. Musty	10/24/82		
1			_ /		State Ren	ords Committee (Signature)	Date		
Rec	ommen	dations in paragraph			1		1		
1	re appro	oved. eved, attach letter	State Auditor/D	Designee	1/hom	Mend	1/1-42		
	ixappro Explana		Secretary of Sta	ite/Designae	Edward	Weldon	12/22/82		
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		111				
			Attorney Gener	al/Designee	Soll	Still	1-12-163		
_	4098	19 301			Reverse Side)				